

ACCOUNTING SPECIALIST

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult paraprofessional and responsible administrative work keeping financial accounts and records according to generally accepted accounting practices; does related work as required. Work is performed under regular supervision. Limited supervision may be exercised over subordinate personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Preparing and processing purchase orders; entering payroll information into system; preparing and maintaining various financial records and accounts; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Processes canteen orders for inmates; researches potential vendors and various pricing options; prepares purchase orders; ensures appropriate cost codes are used on department purchases.
- Maintains various checking accounts; ensures inmate canteen and medical accounts have adequate balances.
- Enters payroll information into system; prepares and edits payroll reports and compares with original documentation to ensure accuracy of data; maintains payroll register, deduction registers, leave and payroll reports.
- Prepares and deposits cash transmittals.
- Maintains petty cash funds; conducts audit of drug fund.
- Submits monthly usage on copy machines to vendor.
- Coordinates travel arrangements, accommodations or other travel plans for staff.
- Assists with budget preparation; prepares financial spreadsheets and reports for budgetary functions.
- Maintains confidentiality of department files and records.
- Performs the duties of Administrative/Accounting Manager when required; supervises and gives direction to assigned staff when manager is unavailable.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the methods used in keeping fiscal accounts and records, and of office terminology, procedures, routines and equipment; thorough knowledge of business arithmetic; general knowledge of management, organization and evaluation; general knowledge of federal and state funding and billing regulations; ability to understand and carry out complex oral and written directions; ability to establish and maintain effective working relationships with associates, vendors and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in accounting or related field and considerable accounting experience.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.